

**KIMBALL LIBRARY  
BOARD OF TRUSTEES MEETING  
ATKINSON, NH 03811**

**December 7, 2016**

**Location: Kimball Library Meeting Room**

**Time: 2:00 PM**

- **Call to Order:** Chairman Jim Cobb called the meeting to order at 2:07 PM.
- **Pledge of Allegiance:** Recited.
- **Roll Call:** Present were Trustees Jim Cobb, Linda Jette, Chris Witteveld, Anna Winsett and Alternates Nina Gray, designated to vote for Marnie Finn, And Julie Hammond, who arrived later, Director, Diane Heer and Videotaper, Russell Wolff.
- **Correspondence:** Among the correspondence was a letter from the Atkinson Garden Club another, read by Director Heer, from a library patron expressing her appreciation for help she received from Kathy Watson.
- **Chairman's Report:** Chairman Cobb mentioned that this meeting was not at the usual monthly meeting time but was a combined two-month meeting in lieu of the November 16<sup>th</sup> and December 1<sup>st</sup> meetings, respectively, as agreed to by the Trustees at the October monthly meeting.
- **Secretary's Report:** The following were submitted for approval:
  1. The minutes from the Special Meeting of September 12, 2016. Chris Witteveld made a motion to accept the minutes. Linda Jette seconded and the motion passed.
  2. The Minutes from the Special Meeting of October 3, 2016 could not be approved because there were not enough Trustees, who had attended that meeting, present at [today's] meeting. The minutes will be resubmitted at the January 2017 regular meeting.
  3. The Minutes from the Special Meeting of October 5, 2016 could not be approved because there were not enough Trustees, who had attended that meeting, present at [today's] meeting. The minutes will be resubmitted at the January 17 regular meeting.
  4. The Minutes from the Special Meeting of October 5, 2016 could not be approved because there were not enough Trustees, who had attended that meeting, present at [today's] meeting. The minutes will be resubmitted at the January 2017 regular meeting.
  5. The minutes from the Special Meeting of October 24, 2016. Chris Witteveld made a motion to accept the minutes. Linda Jette seconded and the motion passed.

6. The minutes from the Special Meeting of November 30, 2016. Chris Witteveld made a motion to accept the minutes. Anna Winsett seconded and the motion passed.
- **Treasurer's Report:** Owing to the absence of Treasurer, Marnie Finn, the November Treasurer's Report was not discussed.
    1. Linda Jette made a motion to accept the Treasurer's Report of October 31, 2016, as presented. Chris Witteveld seconded and the motion passed.
    2. The November Treasurer's Report will be approved at the January 2017 regular meeting.
  - **Director's Report:** The full written Director's Reports will be included with the Trustees Meeting Minutes in the permanent record.
    - Art for Sale
      1. Director Heer mentioned that a Library Patron donated numerous pieces of art for sale to the public. All proceeds from the sale will be donated to the Friends of The Kimball Library to help fund the programs and other good work the Friends undertake on behalf of the Library. The collection is diverse and the prices for each piece are reasonable. A price list is available in the large meeting room where the paintings will remain on sale through the end of December. (Many thanks to the Library Patron who made this generous donation.)
    - Upcoming Programs/Events
      1. The Mah Jong playing group meets every week on Monday from 1:00 PM to 4:30 PM. Come and learn how to play.
      2. The annual Deliberative session will be held in January. All are encouraged to attend as fiscal matters, relevant to the Library, may be discussed.
      3. The annual funfest for children, The Jack Frost Jamboree, is scheduled for January 21, 2016.
      4. There is a complete list of upcoming Programs and Events [in the Director's Report.] A calendar of programs is also available at [www.kimballlibrary.com](http://www.kimballlibrary.com).
    - Facilities Review
      1. Trees along the parking lot area need to be cut or trimmed. Teddy Stewart has said that he will list that work for completion in early 2017
      2. Nothing else of significance to report.
    - Cooperative Update
      1. The next monthly coop meeting with Directors is January 26, 2017 at the Sandown Public Library.
    - Budget Update
      1. Spending is pretty much on target for the year.

2. The FOL have offered to pay for children's programs [for the remainder of the year.]
  3. The electricity expenses are running over budget; the heating expenses are running under budget for the year.
- **Old Business** The following items of old business were discussed:
    1. The actual decrease in Line 411.00 for heating is \$2100, owing to the new contract, which has not yet been signed but is expected to be shortly.
    2. Eagle Scout Ben Lamarre's landscaping project around the Library, including preparation for and planting of the daffodil bulbs, has been completed. Approximately 100 bulbs are left over. They will be retained and planted at some other time. New benches from L.L. Bean, included as part of this project, were paid for by the Friends.
  - **New Business** The following items of new business were discussed:
    1. Accept Donations – None.
    2. Director Heer recommended that Michelle Collins' hourly rate be raised from \$14.00 to \$14.50 due to her exemplary work. She is by all accounts an outstanding employee. Nina Gray made a motion that Michelle Collins's salary be raised from \$14.00 to \$14.50 per hour, effective January 1, 2017. Jim Cobb seconded and the motion passed.
    3. Director Heer explained that the Senior [high school student] Library Page generally works three days but the current Senior Library Page cannot maintain this schedule due to academic and extracurricular demands. Director Heer recommended adding a third page, Corinne Forkus, a high school sophomore, to work one night per week at a rate of \$8.25 per hour. Anna Winsett made a motion that Corin Forkus be hired as a Library Page to work one night per week at a rate of \$8.25 per hour. Chris Witteveld seconded and the motion passed. This hiring results in an ideal staff of Library Pages with one senior, one junior and one sophomore.
    4. Director Heer raised again the issue of Kathy Watson's salary. She is entitled to a 1.2% longevity increase as a five-year Atkinson town employee. Previously her salary had also been adjusted pursuant to a U.S. Labor Department regulation that set new criteria for overtime pay. That regulation is now under judicial scrutiny. The Director recommended that Kathy Watson's salary be adjusted in any event from \$45,760 to \$48,381. Jim Cobb made a motion that Kathy Watson's salary be increased from \$45,760 to \$48,381, effective January 1, 2017. Linda Jette seconded and the motion passed.
    5. Director Heer raised the subject of solar panels for the Library. The firm, Solar City, would like to make a presentation regarding the utility and cost of using solar panels. The Director suggested that the Selectmen, or a representative there from, would be invited to hear the presentation. The Director will try to schedule the event for January 2017 and more information will follow.

6. Director Heer proffered the 2017 Holiday Schedule, which delineates when the Library be closed for national holidays. Generally, the Library follows the same schedule as the Town of Atkinson but for 2017 there will be one exception. The Library will be closed on Saturday, November 11, 2017, in honor of Veterans' Day whereas the Town of Atkinson offices will be closed on Friday, November 10, 2017. This will actually work well in two ways: (1) Atkinson students will have the Library available on Friday when school is closed; and (2) it is more cost-effective for the Library to be closed for two days in a row rather than closed one day (Friday), opened again for a short day (Saturday), and then closed again, as usual, on Sunday. Linda Jette made a motion that the 2017 Holiday Schedule for the Library be adopted as proposed. Nina Gray seconded and the motion passed.
  7. Director Heer brought up the issue of the HVAC controls once again. The IT Systems personnel maintain that the current Old XP-based computer, which controls the HVAC system, is not security safe. An upgrade to the controls will cost \$4500. The new unit [computer] will be cloud-based and independent of the Library's computer. Payment for the upgrade may be made over time but the Director suggested that she may have sufficient funds at year-end to make a substantial payment at the time the upgrades are made and the remainder, if any, shortly thereafter. Nina Gray made a motion that Director Heer contact ENE (the company that will do the work) and authorize an upgrade to the HVAC controls, and that payment for such upgrade be made, in whole or in significant part, from any remaining 2016 funds, and that the amount allotted for such upgrade in the 2017 budget be adjusted accordingly. Christ Witteveld seconded and the motion passed.
  8. The final item raised by Director Heer was the purchase made of two so-called "Hotspots" from T-Mobile. These handy devices provide access to the internet in places where such access may not otherwise be available, and allow for unlimited data. Beginning in January 2017, the devices will be available for loan to Library patrons. T-Mobile offered a fixed cost of \$400 per year for two such devices for two years. (The contract may be cancelled at anytime for a modest fee.) The devices will be paid for through the Ruth Campbell Fund, which provides money for acquisitions above and beyond those provided for in the annual budget. Because the offer had been presented when "time was of the essence," Director Heer had authorized the purchase on the bases stated. Anna Winsett made a motion to approve the Director's purchase of two "Hotspots" from T-Mobile at a fixed cost of \$400 per year for two devices for two years to be paid for from the Ruth Campbell Fund. Nina Gray seconded and the motion passed.
- **Next Regular Meeting** will be on January 18, 2017 at 2:00 PM. The meeting will be videotaped and available on the website: [www.vimeo.com/townofatkinsonnh](http://www.vimeo.com/townofatkinsonnh)

- **Adjournment:** Jim Cobb made a motion to adjourn the meeting. Anna Winsett seconded and the motion passed. The meeting was adjourned at 3:07 PM.

Respectfully submitted,

Anna P. Winsett, Secretary